**Section 2520.60 Vendor − Sale of Licenses by Telephone or Electronic Transmission**

a) A "vendor" is any person authorized by DNR to issue licenses, stamps or permits by telephone or electronic transmission (such as the Internet). To become a vendor, a person or business must:

1) make a request to DNR in writing detailing the proposed process and indicating the types of licenses, stamps or permits that would be sold from the service;

2) comply with all existing license vendor regulations;

3) if a telephone service is offered, insure that the service is a toll-free phone service;

4) package and ship the license, stamp or permit to the customer within 24 hours after receipt of the customer's request;

5) retain sales information for at least 24 months; and

6) allow DNR staff to audit the process and vendor books.

b) The vendor may collect an additional convenience charge, set pursuant to the competitive bidding procedures of the Illinois Procurement Code [30 ILCS 500] to cover the cost of the transaction, including shipping and handling fees. Any convenience charge paid by an individual buyer shall be clearly identified as a convenience charge on the license receipt.

c) The vendor must:

1) assign a confirmation number to all individual buyers of licenses, stamps or permits;

2) record the individual buyer's driver's license number and state of issue or some other means of identification, approved by DNR, to identify place of legal residency when the individual buyer is purchasing a resident license;

3) issue a unique confirmation number to the individual buyer based on an approved formula from DNR;

4) instruct the individual buyer purchasing a license, stamp or permit by telephone that he or she must record the assigned confirmation number on a piece of paper, along with the individual buyer's name and date of birth, date of the transaction and mailing address. The individual buyer shall also be instructed that this piece of paper must contain the buyer's signature and be kept on the buyer's person while fishing or hunting, until the buyer receives the license in the mail;

5) instruct the individual buyer that use of the assigned confirmation number as a temporary hunting or fishing license is only valid for 30 days from the date of sale; and

6) immediately update a license verification database with all transaction information.

(Source: Amended at 33 Ill. Reg. 15742, effective November 2, 2009)